FEDERALLY RECOGNIZED TRIBES – State Funding Eligible Expenses

Oregon Housing and Community Services has committed to redesign and modernize the homeless delivery services system to serve all Oregonians by leading with equity and racial justice ensuring that we work to recognize and better serve underserved groups. This grant is a step towards affirming the need to reach out and serve populations that have been disproportionately impacted and will serve as the vehicle to allocate State General funds among the Federally Recognized Oregon Tribes. It is our intent to work with the Tribes to acknowledge racial disparities and to create engagement that fosters trust to create relationships that will grow.

These funding available is eligible for 1) Street Outreach, 2) Emergency Shelter, 3) Transitional Housing, 4) Homelessness Prevention, 5) Supportive Housing, 6) Acquisition/Rehab/Conversion, 7) Eviction Prevention, 8) Outreach and Engagement, 9) Capacity Building, 10) Financial Management and 11) Data Collection.

Detailed descriptions of allowable expenses are provided below.

All funds need to be spent by June 30, 2023

Eligible Expenses

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1) Street Outreach
Tribal funds can pay to reach out to unsheltered houseless people, provide case management, complete assessments, provide emergency health services including behavioral health response, and supplies such as food and personal hygiene products.

Eligible outreach services include but are not exclusive to:
- Connecting people to emergency shelter, housing, and other critical services.
- Providing urgent, non-facility-based care such as emergency health, behavioral health, and crisis counseling.
- Outreach costs including traveling expenses, purchase, or lease of vehicles to support outreach, marketing materials, outreach materials, and expenses incurred by outreach workers, social workers, medical professionals, and other agency employees.

2) Emergency Shelter

Emergency Shelter Facility Operations does not require people to people to meet an AMI index and includes the cost of:

- Operating and maintaining an emergency shelter, transitional shelter;
- leasing or rent of a facility,
- Utilities
- Janitorial supplies and services, repairs,
- Furnishing for shelter facility,
- Hotel/motel vouchers for participants, and
- Block leasing of hotels or motels to provide non-congregate shelter.

Shelter Resident Support Services can provide payment for participants to transition out of shelter into stable housing and can but is not exclusive to:

- Case management;
- Housing relocation assistance and placement;
- Essential services to transition out of the facility;
- Credit repair;
- Food and clothing;
- Counseling;
- Transportation;
- Tenant readiness education;
- Costs to board and care for shelter animals, and
- Client direct services.

3) Transitional Housing

Tribal funds can pay for temporary housing and services to facilitate a houseless individual or family's transition to permanent housing within a reasonable amount of time (usually less than 24 months). Requires participants to sign either a lease or occupancy agreement.

Eligible services include and are not exclusive to:

(1) Transitional housing operational costs such as rent, maintenance, security, utilities (includes water, sewer, garbage, gas, electricity, internet, phone);

(2) Rent subsidy;

(3) Housing relocation assistance, including staff time locating permanent housing and related upfront housing costs, such as application fees, moving costs, deposits;

(4) Support services, such as purchase of birth certificates, identification, and driver's license; credit repair assistance (not debt payment), tenant readiness education, food and clothing, crisis intervention/counseling, transportation, direct client services;

(5) Case management; and

(6) Education and training in such areas as personal finance and budgeting, job search and access to job training, and literacy.

4) Homelessness Prevention

Tribal funds can pay for homeless prevention assistance for individuals and households who are at imminent risk of homelessness or unstably housed to regain stability in their current housing.

Eligible services include but are not exclusive to:

- Rental assistance, late fees, and rent arrearages;
- Utility arrears (includes water, sewer, garbage, gas, electricity, phone, and internet);
- Housing costs such as mortgage/manufactured home payments and arrearages (limited to 3 months);
- Manufactured home rent space "lot rent" or RV space lot for primary housing;
- Security deposits, moving expenses, application fees, pet rent, pet deposits, and other housing expenses;
- Late fees, court fees, utility reconnection fees etc.;
- Client direct services;
- Case management and housing relocation assistance;
- Work Supports – (i.e., training costs; transportation assistance – bus tokens, ride sharing, auto repair; childcare or eldercare costs, clothing to support employment needs). The purpose of the work supports is to allow the household to stabilize by avoiding costs or expenses in other areas that are a barrier to housing stability;
- Housing Counseling;
- Wrap-around case management (including retention support after initial intervention);
- Staffing for housing retention and wrap-around case management services; and
- Furniture and household goods to support a household with moving to a new home.

5) Supportive Housing

Funds can be used for leasing, utilities, repairs, maintenance, and operations of supportive housing sites.

- Services and Case management
  - Wrap around case management services;
  - Referrals to resources and education (employment training, financial counseling, youth, health, and tenant) programs.
- Planning
  - Funds can be used to support the planning and development of future supportive housing sites through surveys, partnerships, consultants, and technical assistance services.

Funds CANNOT be used to acquire or convert existing structures to affordable or permanent supportive housing sites.

6) Acquisition, Rehab/Conversion

Tribal funds can be used for acquisition, rehab, or conversion of emergency shelter. A separate process is required for Rehab/Conversion that will take place after the award of funds, but not before the release of the dollars to your organization. Review this helpful [HUD Exchange document](https://www.hud.gov/sites/dfiles/CPD/documents/SNAPS-Shots-Emergency-Shelters-distinguishing-between-renovation-conversion-and-maintenance-activities.pdf) that delineates the difference between Maintenance, Renovation and Conversion. https://www.hud.gov/sites/dfiles/CPD/documents/SNAPS-Shots-Emergency-Shelters-distinguishing-between-renovation-conversion-and-maintenance-activities.pdf

7) Eviction Prevention and Diversion

Funds may be used for diversion activities to support households that have received an eviction notice.

Eligible expenses include but are not exclusive to:

- Court navigation staffing costs;
- Legal expenses related to eviction or housing needs (legal advice, representation, and other services);
- Landlord/Tenant Mediation services;
- Program staff;
- Transportation to court (Uber, Lyft, Bus Tickets, etc.) and;
- Paying for costs related to helping a client access another housing resource (EHV vouchers, HCV, OERAP, etc.).

8) Outreach and Engagement

Eligible services include but are not exclusive to:
- Hiring of staff to promote programs and conduct outreach;

- Planning and convening costs for prevention systems;
- Stipends to participate in engagement or planning activities and;
- Advertising costs.

9) Capacity Building

Tribal funds can be used for planning of programs by contracting with consultants and technical assistance experts to assist with the planning and creation of policies and processes for development.

Capacity Building allows the Tribes to work collaboratively with partners to provide wrap-around services, strengthen networks, and support a variety of services that will allow individuals and families to obtain and remain stably housed.

Allowable activities include but are not exclusive to:
- Increase the number of shelter beds;
- Expand partnerships and supports in the region;
- Coordinate with stakeholders, initiatives, and partnerships;
- Pay stipends to engage and obtain feedback from people with lived experience;
- Landlord incentives and engagement;
- Landlord outreach.

10) Financial Management

A) Administration

Tribes are allowed to use up to fifteen percent (15%) of their total allocation for administrative costs. Allowable administrative costs benefit the entire organization and cannot be restricted to a particular program. Costs billed to administration must be supported by actual costs (invoices).
Allowable costs include, but are not limited to:
- Senior executive management personnel salaries and benefits (unless they are directly involved in program operations);
- Administrative staff travel costs;
- General services such as accounting, budget development, personnel, contracting, marketing, agency audit, agency insurance;
- Board expenses (excluding meals);
- Organization-wide membership fees and dues specific to homeless systems and programs;
- General agency facilities costs (including those associated with executive positions), such as rent, depreciation expenses, and operation and

maintenance (as part of the organization's direct or indirect cost allocation plan); and

- Equipment rental/purchase, insurance, utilities, and IT costs that are not program specific but relate to the administration of the agency as a whole.

B) Use of OPUS

The OPUS System is a web-based centralized data system designed to meet business processing needs. Tribal staff must complete training before being authorized to use the fiscal operations program of OPUS. Training can be provided by the Fiscal Grant Specialist at OHCS.

OHCS maintains an OPUS Manual and OPUS Help Desk.
Staff can be reached at:
Email: opushelp@oregon.gov
Ph: (503) 986-2099
Toll Free: (800) 453-5511 Option 6

(C) Request for Funding Documentation

Subgrantees must retain supporting documentation of all costs charged to the applicable grant and be able to provide evidence that grant funds were spent on allowable costs. When subgrantee submits a Request for Funds (RFF) on OPUS, they are required to download documentation of the costs for which they are requesting payment. Any RFF submitted without accompanying documentation or with insufficient documentation will be returned to the subgrantee with instructions to provide additional information.

(D) Budget Change Requests and Implementation

Changes in a subgrantee's scope of work may necessitate the submission of a budget change request. All budget changes require OHCS approval by submitting a Budget Change Request form electronically to: mga.fiscal@oregon.gov

Tribal funds may be used for eligible components and expenditures and does not require the submission of a budget change request, except for acquisition/rehab.

At the discretion of OHCS, additional information or an Implementation Report Amendment Request form may be required for a budget change request.

11) Data Collection

Tribal funds may be used to support staff and related costs necessary to collect and report shelter bed nights, client services, client demographic data, performance outcomes and other reporting requirements. HMIS data collection is an OHCS program

requirement. Information and training will be provided to the Tribes at no additional cost.

Eligible data collection costs include, but are not exclusive to:
- HMIS licenses; (OHCS will cover licenses)
- Data entry;
- Equipment upgrade;
- Network systems upgrade (it is recommended that systems be networked); and
- Staff training

A) Data Entry

Federally Recognized Oregon Tribes are required to enter related client and service data into the Service Point Homeless Management Information System (HMIS), except for data of victims of domestic violence clients, which must be entered into a comparable database that meets HMIS standards. Projects serving survivors of domestic violence where the operator is not a victim services provider are required to enter data in their HMIS.

Additional guides and assistance with HMIS data entry, data quality and reporting can be found on our website at: https://www.oregon.gov/ohcs/for-providers/Pages/hmis.aspx

(B) Data Timeliness

Timely and accurate data entry is critical to ensuring meaningful data analysis and reporting. Therefore, it is recommended that subgrantees and subrecipients enter data within three business days.

(C) Data Entry Requirements for Shelters

Emergency or transitional shelters, day or mass shelters, or hotel/motel vouchers are required to collect data and report outcomes using the Entry/Exit method of data collection.

Regardless of the method used to track shelter use, subgrantees and subrecipients must be able to determine who and how many people were served by a shelter or shelter type for any given night, based on HMIS data.

(D) Required Data Elements

HMIS Universal and OHCS-required Data Elements that must be collected for ALL programs include, but are not limited to:

1. Name
2. Social Security Number
3. Date of Birth
4. Race/Race Additional

5. Ethnicity
6. Gender
7. Veteran Status
8. Disabling Condition
9. Current Living Situation
10. Prior Living Situation
11. Project Start Date
12. Project Exit Date
13. Destination
14. Relationship to Head of Household
15. Client Location
16. Current County of Residence (for CAAs that cover more than one county)
17. Domestic Violence Victim/Survivor

Additional Elements collected on Transitional Housing, Rapid Re-Housing and Homelessness Prevention

18. Income and Sources
19. Non-Cash Benefits
20. Health Insurance
21. Disability Type
22. Percent of AMI
23. Housing Move-In Date
24. Direct Service Costs (monthly rent payment)

(E) Referral Tracking

Subgrantees and their subrecipients are encouraged to track referrals made to resources in the community via HMIS. The HMIS Referral report provides a count of referrals made from subgrantees and subrecipients to outside organizations.

Specific referrals that can be tracked in HMIS are:

Service Code	Description
BH	Housing/Shelter
H	Education
L	Health Care
N	Income Support and Employment
ND	Employment
P	Individual and Family Life
R	Mental Health and Substance Use Disorder Services

OHCS or the Local System Administrator can create this referral process in HMIS. HMIS Users can then "Refer" participants to other services in the community via a referral in HMIS. Contact OHCS if additional assistance is needed for this HMIS referral tracking.

(F) Comparable Database

Victim service providers are prohibited from entering data in HMIS; however, they are required to maintain comparable databases which provide aggregate information and data consistent with HMIS data collection requirements.

Comparable Databases must have the following characteristics:

- The victim service provider controls who can access and see client information;
- Access to the database is carefully controlled by the victim service provider;
- Meets the standards for security, data quality, and privacy of the HMIS within the Continuum of Care. The Comparable Database may use more stringent standards than the Continuum of Care's HMIS;
- Complies with all HUD-required technical specifications and data fields listed in HMIS;
- Be programmed to collect data with the most up to date HMIS Data Standards;
- Have the functionality necessary to de-duplicate client records within each system to provide an aggregate and unduplicated count of clients by project type;
- Be able to generate all reports required by federal and state partners, for example, the HUD-CoC APR, HUD-ESG CAPER and the OHCS Participant Demographic Report; and
- Data fields that can be modified and customized by the victim service provider to benefit clients.

Additionally, individual survivor data must be routinely destroyed as soon as the program no longer needs it to provide client services or to satisfy grant/legal requirements. Victim service providers may suppress aggregate data on specific client characteristics if the characteristics would be personally identifying. Finally, the program's contract with the

database vendor should include binding agreements to ensure security of and program control over client data.

(G) Reporting Requirements

Tribes are required to submit quarterly program reports by the 20th of the month following the end of each quarter. At the discretion of OHCS, other reports may be required when deemed necessary to provide program utilization and performance information. Assistance with HMIS data entry, data quality and reporting may be found on our website at: https://www.oregon.gov/ohcs/Pages/bestpractices-hmis.aspx.

OREGON HOUSING AND COMMUNITY SERVICES
Federally Recognized Oregon Tribes – Application for Funds
March 18, 2022

Oregon Housing and Community Services is opening application to the Federally Recognized Oregon Tribes to apply for State Funds for the assistance to serve individuals and families at risk of homelessness or living without adequate housing.

Please review the following questions, provide detailed answers, and submit via Smart Sheets the completed application for review and approval. When identifying amounts to be allocated by Eligible Categories, be sure to allocate all funds that are designed for your Tribe. It is not required to use all categories provided; however, it is important that you let us know how you would like your funds to be allocated.   Upload any documents that may assist in describing your project.

Complete applications and materials are due no later than April 15, 2022. If you have questions, contact Tim Mahern-Macias at   Tim.mahern-macias@hcs.oregon.gov.

1. Please provide a summary of your project(s) and the service(s) that will be provided. Be sure to include as much information as possible. Additionally, list the geographic regions you serve, the number of households that will benefit from the project, number of beds available at your site (if applicable), or phase of your project.

2. Describe in detail how your project will use the funds. Please include each of the allowable categories you plan to use from the list provided below to help us understand what will take place. You do not need to utilize all categories for this program.

2b. Enter the DOLLAR AMOUNT that you will use for each of the eligible categories in the chart below. If you allocate funds to a category, ensure the use of funds is provided in the narrative above.

Eligible Categories	$ Amount
1) Street Outreach	
2) Emergency Shelter	
3) Transitional Housing	
4) Homelessness Prevention	
5) Supportive Housing	
6) Acquisition/Rehab/Conversion	
7) Eviction Prevention and Diversion	
8) Outreach and Engagement	
9) Capacity Building	
10) Financial Management	
11) Data Collection	
Total	

3. Goals and data collection - All service programs have a data reporting component known as the Homeless Management Information System (HMIS). OHCS will provide support and training to all grantees on the database tool. To help us understand how these funds may impact your community, please list the goals for each of your projects (ex: how many households you plan to serve), and the data you would like to collect other than the required HMIS elements (HMIS).

4. If you plan to request funds for Rehab/Conversion/Acquisition, identify the project and explain the specific activities and work that will be done to improve the facility or prepare it for use as a shelter or transitional housing facility. Please upload any documents that detail the work to be done, including quotes, bids, etc. that you may have available. A separate process is required for Rehab/Conversion/Acquisition that will take place after the award of funds, but not before the release of the dollars to your organization.

Review this helpful HUD Exchange document to delineate the difference between Maintenance, Renovation and Conversion.

Tribal Allocation

Origination Date		3/7/2022	Originator	Julia McKenna

Biennium	2021-23
Program Year	2022
Grant period	
Allocation Description	

Total Award Amount	$	9,000,000
OHCS Discretionary		0.00%
Agency Admin %		15.00%
Base Amount	$	600,000

Program Award Amount	$	9,000,000

OHCS Discretionary	$	-
Net Agency Amount	$	9,000,000
• Agency Admin Amount	$	1,350,000
• Agency Program Amount	$	7,650,000

Grantee	Admin	Program	Total	% of Grantee Funds		Enrollment Percent
Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians	$ 113,795.00	$ 644,838.00	$ 758,633.00	8.43%		4.4%
Confederated Tribes of Grand Ronde	$ 192,133.00	$ 1,088,753.00	$ 1,280,886.00	14.23%		18.9%
Confederated Tribes of Siletz	$ 192,041.00	$ 1,088,234.00	$ 1,280,275.00	14.23%		18.9%
Confederated Tribes of Umatilla Reservation	$ 147,827.00	$ 837,686.00	$ 985,513.00	10.95%		10.7%
Confederated Tribes of Warm Springs	$ 188,390.00	$ 1,067,545.00	$ 1,255,935.00	13.95%		18.2%
Cow Creek Band of Umpqua Indians	$ 122,289.00	$ 692,972.00	$ 815,261.00	9.06%		6.0%
Coquille Indian Tribe	$ 110,419.00	$ 625,709.00	$ 736,128.00	8.18%		3.8%
Klamath Tribes	$ 185,400.00	$ 1,050,599.00	$ 1,235,999.00	13.73%		17.7%
Burns Paiute Of Harney County	$ 97,706.00	$ 553,664.00	$ 651,370.00	7.24%		1.4%
TOTAL	$ 1,350,000.00	$ 7,650,000.00	$ 9,000,000.00	100.00%		100.00%

Set Allocation Amount:	$	9,000,000
Set Base Amount:	$	600,000
Base Pot	$	5,400,000
Formula Pot	$	3,600,000

Name of the Organization/Tribe	Tribal Membership	Updated Enrollment Percent	Citation
Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians	1,297	4.4%	https://sos.oregon.gov/blue-book/Pages/national-tribes-coos.aspx
Confederated Tribes of Grand Ronde	5,567	18.9%	https://sos.oregon.gov/blue-book/Pages/national-tribes-grand-ronde.aspx
Confederated Tribes of Siletz	5,562	18.9%	https://sos.oregon.gov/blue-book/Pages/national-tribes-burns.aspx
Confederated Tribes of Umatilla Reservation	3,152	10.7%	https://sos.oregon.gov/blue-book/Pages/national-tribes-umatilla.aspx
Confederated Tribes of Warm Springs	5,363	18.2%	https://sos.oregon.gov/blue-book/Pages/national-tribes-warm-springs.aspx
Cow Creek Band of Umpqua Indians	1,760	6.0%	https://sos.oregon.gov/blue-book/Pages/national-tribes-cow-creek.aspx
Coquille Indian Tribe	1,113	3.8%	https://sos.oregon.gov/blue-book/Pages/national-tribes-coquille.aspx
Klamath Tribes	5,200	17.7%	https://sos.oregon.gov/blue-book/Pages/national-tribes-klamath.aspx
Burns Paiute Of Harney County	420	1.4%	https://sos.oregon.gov/blue-book/Pages/national-tribes-burns.aspx
Total Amount			
	29,434		

Name of the Organization/Tribe	Blue Book Enrollment	Blue Book Enrollment Percent	Tribal Membership	Enrollment Percent	Updated Tribal Membership	Updated Enrollemnt Percent
Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians	1,297	4.5%	1297	4.4%	1297	4.4%
Confederated Tribes of Grand Ronde	5,567	19.2%	5567	18.9%	5567	18.9%
Confederated Tribes of Siletz	5,080	17.5%	5562	18.9%	5562	18.9%
Confederated Tribes of Umatilla Reservation	3,152	10.9%	3152	10.7%	3152	10.7%
Confederated Tribes of Warm Springs	5,363	18.5%	5363	18.2%	5363	18.2%
Cow Creek Band of Umpqua Indians	1,760	6.1%	1800	6.1%	1760	6.0%
Coquille Indian Tribe	1,113	3.8%	1100	3.7%	1113	3.8%
Klamath Tribes	5,200	18.0%	5200	17.7%	5200	17.7%
Burns Paiute Of Harney County	420	1.5%	420	1.4%	420	1.4%
Total Amount						
	28952		29461		29434	